

# INSTRUCTIONS FOR MAINTAINING USER ACCOUNTS IN CM/ECF 4.1.1

## Log in to the CM/ECF system by going to our homepage, [ord.uscourts.gov](http://ord.uscourts.gov) and following these steps:

1. Click on the e-filing link under the main menu
2. Click on the CM/ECF menu item
3. Click on the word "here" in blue in the first sentence "Access the District of Oregon's CM/ECF System here"
4. Click on the "District of Oregon - Document Filing System" link
5. Enter your CM/ECF login and password (leave the client code field blank)
6. Read and acknowledge the Important Notice of Redaction Responsibility
7. Click the "Login" button

## To change your address, telephone number, or fax number:

1. Click on "Utilities" on the main blue tool bar
2. Click the "Edit Your Street Address/Phone/Fax Info" link
3. Enter the appropriate information and review for accuracy
4. Click the "Submit" button
5. After clicking "Submit" you will be asked to "Update All", "Update None" or to select specific cases to update.
  - Select "Update All" to update the information listed all of your past, present, and new cases
  - Select "Update None" to update your information from the date of the modification going forward
  - Select individual cases by holding the Ctrl key and clicking on case numbers with your mouse (this can be used in conjunction with the "Update None" selection if you would like to update all cases moving forward as well as your current pending cases)
6. Click "Submit"

## To change your e-mail address or secondary e-mail address:

1. Click on "Utilities" on the main blue tool bar
2. Click the "Update Your E-mail Address" link
3. Under "Configuration options" (right side of your screen) you are able to modify:
  - Your e-mail address
  - If Notices of Electronic Filing (NEFs) should be sent to this address
  - How NEFs are delivered to selected e-mail address
  - Enter case specific noticing options
4. To add or modify a secondary e-mail recipient, click "*add new e-mail address*" link under the secondary e-mail addresses heading (to the left of your screen directly under the primary e-mail address)
5. Click the "Submit all changes" button
6. Follow the instructions in the previous section for updating all, none, and/or specific cases
7. Click "Submit"

The CM/ECF system automatically defaults to the following configuration options:

Should this e-mail address receive notices? **Yes**

How should notices be sent to this e-mail address? **Per Filing**

In what format should notices be sent to this e-mail address? **HTML**

Should this e-mail address receive general announcement notices from this court? **Yes**

An attorney or secondary recipient may specify additional cases for notification from the "Configuration options" section. Case numbers for those cases should be entered in the text field as YY-NNNNN (for example, if the case number is 3:07-cr-0123-HA, enter only 07-123). This list should be maintained by the attorney and cases should be added or deleted as necessary.

**To change your CM/ECF login and/or password:**

1. Click on "Utilities" on the main blue tool bar
2. Click the "Change Your Login and/or Password" link
3. Enter a new login and/or password and review for accuracy
4. Click the "Submit" button

**To review your entire account, including contact information, e-mail address(s), login and password:**

1. Click on "Utilities" on the main blue tool bar
2. Click the "Maintain Your Account" link

If you have questions regarding the maintenance of your user account, contact the intake counter for your appropriate division:

**Eugene: (541) 431-4100**

**Medford: (541) 608-8777**

**Portland: (503) 326-8000**